Nexus365 OneDrive

Skills Toolkit

OneDrive is a secure, personal, University-approved 5 terabyte cloud storage area. It is for your working documents, until they are finally stored or published elsewhere. Where appropriate, you can share these documents with anybody, even outside the University.

In this task you will upload some files from this computer to *OneDrive*, share and edit a file with a colleague and finally explore *OneDrive's* versioning capability.

- Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on
- On the *Nexus365* homepage, start *OneDrive* ☁
- Upload some files to your *OneDrive,* from the computer:

    Click ↑ Upload and choose **Files**

    Browse to the **Examples** folder on the desktop and upload a few files (please include some *Word* documents)

    (*Files and folders can also be added to OneDrive by drag and drop*)

- Edit a *Word* document using Word Online:

    Click to put a ✓ to the left of one of your *Word* documents

    Choose **Open in browser** from the **Open** menu at the top of the window

    The document opens in a new browser tab, with a simple version of *Word*

    At the end of the document, make an edit eg. type the name of your department or group

    Note that files stored in OneDrive are saved automatically with each change

    Close the document's browser tab and return to *OneDrive*

- Explore the version history for the edited document

    Click to put a ✓ to the left of the edited document, then click … and 🗐 Version history

    The Version History window appears, showing previous versions, which you could examine or restore

- Work in pairs, to share the document with a colleague:

    Person A works in *OneDrive*: put ✓ beside a *Word* document to select it, then click

    ↪ Share

    *In the dialog, notice the default is that **People you specify can edit***

    Enter the Single Sign-On name of Person B and click **Send** to send them an email

    Person B receives and opens the email

    Each of you then open the shared document in *Word Online* and make different edits

    Notice each other's edits appear on your screens as you make changes

    After a few edits, both of you close the document and return to your own *OneDrive*

- Stop sharing the document and return it to your own control

    In the Sharing column for the shared document, Person A click **Shared**

    In the "Manage Access" box that appears on the right of the screen, click **Stop Sharing**

    Person B no longer has access to the document